

DARTMOUTH PUBLIC SCHOOLS
RULES FOR STAFF SICK LEAVE BANK

- Section 1. A Sick Leave Bank will be maintained for use by eligible staff whose sick leave accumulation is exhausted through prolonged illness and who require additional leave to make full recovery from an extended illness.
- Section 2. Each member of the bargaining units including Teachers, Nurses, Assistants, and Administrators, and the Superintendent, Assistant Superintendent, and Business Manager, (hereafter referred to as eligible staff) will initially contribute two sick days of their personal accumulation of sick leave to the Sick Leave Bank. The Sick Leave Bank Committee shall determine when it is necessary to replenish the bank. In no event will the sick leave bank have less than sixty (60) days. When the Sick Leave Bank Committee determines it is necessary to replenish the bank, it shall be renewed by the contribution of one additional day of sick leave by each eligible member of the staff. Such additional days will be deducted from the current year annual days of sick leave of eligible members. A maximum of two days per eligible member per year will be deducted to maintain the Sick Leave Bank.
- Section 3. Eligible staff shall not qualify for consideration of extended illness leave within the framework of the Sick Leave Bank unless they have accumulated at least 20 sick leave days as of the beginning of the school year (after the submission required by Section 2, but including applicable credit for the current year).
- Section 4. Sick Leave Bank days shall only be available after the eligible staff member has exhausted his/her entire personal sick leave, both annual and accumulated.
- Section 5. Days granted but not used by the applicant prior to the completion of the current school year will be returned to the bank upon the member returning to work. When an employee returns after using the Bank, he/she shall be required to deposit two (2) days into the Bank at the start of the next school year.
- Section 6. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of two (2) members designated by the School Committee (the Assistant Superintendent and one other member from administration) to serve at its discretion and two (2) members designated by the Dartmouth Educators Association. The Assistant Superintendent will serve as the chairperson of the Sick Leave Bank Committee.
- Section 7. Application for benefits shall be made in writing to the Sick Leave Bank Committee accompanied by a supporting medical evidence from the treating physician as to the need for and anticipated extent of extended recovery time from the illness.
- Section 8. Application for benefits may be made prior to the employee's exhaustion of his/her own personal sick leave to expedite benefits, but drawings upon the Bank will not actually commence until after the employee's own sick leave days are exhausted and adequate

medical notification has been provided, and in no event unless the prolonged illness has exceeded twenty (20) consecutive school days. The Chairperson will call meetings of the Sick Leave Bank Committee with advanced notice to the members. In emergency situations the Chairman can call a meeting within a period of 24 hours of the emergency or take a telephone poll of the members to be ratified at the next meeting.

Section 9. The initial grant of sick leave by the Sick Leave Bank Committee to an eligible employee shall not exceed thirty (30) days.

Section 10. Upon completion of the thirty (30) day period, additional entitlement may be extended by the Sick Leave Bank Committee upon demonstration of need by the applicant.

Section 11. Subject to the foregoing requirements, the Sick Leave Bank Committee will determine the eligibility for the use of the Bank and the amount of leave to be granted. The following general criteria shall be considered by the Committee in administering the Bank and in determining the amount of leave:

1. Adequate medical evidence of serious extended illness.
2. Prior utilization of all eligible sick leave.
3. Propriety of use of previous sick leave.
4. Previous grants of sick leave from the Sick Leave Bank.

The Sick Leave Bank Committee reserves the right for reconsideration of any award upon the presentation of new evidence. All decisions made by the Sick Leave Bank Committee will be done by a majority vote of the members present. A tie vote will result in the request being granted. The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.

Section 12. Upon return from extended sick leave during which benefits were received through the Sick Leave Bank, the recipient shall be entitled to commence a new accumulation of individual sick leave in accordance with the provisions of the collective bargaining agreement on the same basis as other teachers.